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Reply To: Ventura

January 23, 2019

**FREEDOM OF INFORMATION ACT REQUEST**  
**(5 USC § 552 et seq.)**

**VIA CERTIFIED MAIL**

United States Environmental Protection Agency  
Southern California Field Office  
600 Wilshire Blvd.  
Suite 940  
Los Angeles, CA 90017

**Re: Inspection Records for 165 N. Aviator Street, Camarillo, CA 93010**

Dear Sir/Madam:

Pursuant to the provisions of the Freedom of Information Act (5 U.S.C. § 552 et seq.), the undersigned requests that you provide us with the opportunity to inspect and, if desired copy the following public records which contain information relating to the conduct of the public's business and are prepared, owned, used, and/or retained by the United States Environmental Protection Agency (the "EPA"):

For purposes of this request, the following definitions shall apply:

1. "Documents" shall mean and refer to but is not limited to, any written material, facsimile, e-mail, photograph, map, data, report, videotape, audiotape, note of telephone call or meeting, and shall include, but not be limited to memoranda, notes, budget documents, cost estimates, purchasing documents, purchase orders, emails, correspondence, schedules, work logs,

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Southern California Field Office  
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correspondence, staff reports, memoranda, inter- and intra-departmental communications in any written or other recorded form, regardless of physical form or characteristics etc.

2. "Writing" shall mean and refer to any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing or form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

3. The "Site" shall mean the buildings (and any unit therein) and real property located at 165 N. Aviator Street, Camarillo, CA 93010.

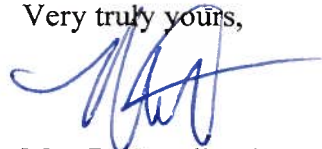
7. Unless otherwise specified, requests herein pertain to records between the following dates: January 1, 1990 to present.

The following documents are requested:

1. All Documents and Writings related to<sup>1</sup> any inspection at the Site, including but not limited to emails, contracts, reports, logs, photographs, videos, letters and other communications.

We are requesting the opportunity to first inspect the records that are responsive to this request, and then will advise you as to those we wish to obtain copies of. Further, as required by the statutory scheme, to the extent that you do not understand the request, you must provide assistance in identifying records that are responsive to the request, including describing the information technology and physical location in which the record or records exist. Please feel free to contact me if you have any questions or need further clarification as to what we are looking for. I look forward to your prompt and statutorily compliant response.

Very truly yours,



Max R. Engelhardt

MRE/jp

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<sup>1</sup> As used herein, "related to" or "relating to" means referencing, describing, discussing, evidencing, or comprising.